

| METHOD STATEMENT & RISK ASSESSMENT<br>(AQUACHEM WATER MANAGEMENT)   |   |
|---|---|
| <b>PART A – COMPANY DETAILS</b>   |   |
| COMPANY NAME:<br>AQUACHEM WATER MANAGEMENT  | CONTACT NAME:<br>TOMMY DWYER  |
| ADDRESS:<br>UNIT 9 A, DUNBOYNE BUSINESS PARK,<br>DUNBOYNE CO MEATH IRELAND  | PHONE:<br>0867764254  |
| <b>PART B – PROJECT DETAILS</b>   |   |
| PROJECT TITLE:<br>LEGIONELLA RISK ASSESSMENT  | SITE ADDRESS:<br>HOLIDAY INN EXPRESS DUBLIN CITY CENTRE<br>28-32 O'CONNELL STREET UPPER, DUBLIN 1 |
| DESCRIPTION OF TASK / ACTIVITY:<br>Carry out Water Services Risk Assessment which involves inspecting water tanks, calorifiers, water heaters and systems pipework. checking any water system where people may come into contact with the water e.g., taps, showers and where aerosols may be created. Checking hot and cold-water outlet distribution temperature throughout site. |   |
| BOOKED FOR THE<br>8 <sup>TH</sup> OF OCTOBER 2024   |   |
| <b>PART C – PERSONNEL INVOLVED</b>  |   |
| NAME:   | ROLE / POSTISION:   |
| FIRST NAME SURNAME  | SITE SUPERVISOR / SERVICE ENGINEER:   |
| PAT REYNOLDS PH.087 1897829   | LEGIONELLA RISK ASSESSOR  |
|   |   |
|   |   |
|   |   |

| PART D – EQUIPMENT REQUIRED  |
|--|
| KEY PLANT & TOOLS (ATTACH CERTIFICATION IF APPLICABLE)   |
| <ul style="list-style-type: none"> <li>• <i>Thermometer</i></li> <li>• <i>Digital Camera</i></li> <li>• <i>Computer</i></li> <li>• <i>Site to provide an access equipment</i></li> </ul> |
| PART E – SAFETY  |
| IDENTIFIED HAZARDS (REFER TO THE TASK SPECIFIC RISK ASSESSMENTS BELOW)   |
| NOT APPLICABLE   |

**SPECIFIC STAFF TRAINING LIST (E.G. SITE INDUCTION, SAFE PASS, MANUAL HANDLING, FIRST AID):**

- Site Induction
- Safe Pass
- Manual Handling

**WORKING AT HEIGHT:**

Carry out risk assessments for work at height activities and make sure that all work is Planned. Follow the General Principles of Prevention for managing risks from work at height – take steps to avoid, prevent or reduce risks. Choose the right work equipment and select collective measures to prevent falls such as guard rails and working platforms.

**Working with Ladders:**








Before using any ladders, our engineers will inspect the ladder ensuring it is free from defects and suitable for the task ahead.

Inspection tags are evident on all our ladders. The terrain where the ladder is to be positioned is also surveyed to ensure it is suitable. Type 1 ladders are used and will be properly secured at the top, properly footed, and will not exceed 75 degrees angle when erected. The 4 to 1 rule is always followed. When climbing the ladder our engineers will always use 3 points of contact and overreaching will also be avoided.

**SEQUENCE OF OPERATIONS (E.G. SCOPE OF WORKS):**

1. Check in at Reception & Sign In
2. Complete site induction.
3. Meet with designated site contact
4. Review RAMS and carry out own personal Risk Assessment
5. Put on all PPE required
6. Review previous Legionella Risk Assessments
7. Proceed to carry out Legionella Risk Assessment
8. Inspection of mains intake and cold-water storage tanks.
9. Inspection of hot water tanks and temperature monitoring of a selection of sinks
10. Inspect all records including Training records, on site monitoring, certs, and results
11. Access to all areas of building
12. Review of Site schematics/drawings
13. Sign out at reception

**REQUIRED PERSONAL PROTECTIVE EQUIPMENT (PPE)**

|   |   |   |   |  |   |   |
|---|---|---|---|--|---|---|
|  |  |  |  |  |  |  |
| SAFETY BOOTS  | HARD HATS   | SAFETY GLOVES   | HEARING PROTECTION  | EYE PROTECTION   | RESPIRATORY PROTECTION  | HI-VIZ  |
| YES <input checked="" type="radio"/> NO <input type="radio"/>                       | YES <input type="radio"/> NO <input checked="" type="radio"/>                       | YES <input checked="" type="radio"/> NO <input type="radio"/>                       | YES <input type="radio"/> NO <input checked="" type="radio"/>                       | YES <input type="radio"/> NO <input checked="" type="radio"/>                        | YES <input type="radio"/> NO <input checked="" type="radio"/>                         | YES <input checked="" type="radio"/> NO <input type="radio"/>                         |

**PLEASE NOTE ADDITIONAL PPE INCLUDING FACEMASKS MUST BE WORN ON SITES WHEN CLOSE WORKING CANNOT BE AVOIDED - REFER TO THE CLOSE WORKING PERMIT.**

**PART F – RISK ASSSSMENTS**

|                      | Insignificant<br>(1)  | Minor<br>(2) | Moderate<br>(3) | Major<br>(4) | Catastrophic<br>(5) |
|----------------------|---|--------------|-----------------|--------------|---------------------|
| Certain<br>(5)       | 5   | 10           | 15              | 20           | 25                  |
| Very Likely<br>(4)   | 4   | 8            | 12              | 16           | 20                  |
| Possible<br>(3)      | 3   | 6            | 9               | 12           | 15                  |
| Unlikely<br>(2)      | 2   | 4            | 6               | 8            | 10                  |
| Very Unlikely<br>(1) | 1   | 2            | 3               | 4            | 5                   |
| Risk Rating          | Actions (all risks must be eliminated or reduced as far as is reasonably practicable).  |              |                 |              |                     |
| 15 - 25              | <b>Very High Risk – Not acceptable.</b> Apply mitigation to eliminate or to further reduce the risk – Method statement required (see method statement template SF 39).  |              |                 |              |                     |
| 8 - 12               | <b>High Risk</b> - Apply mitigation to eliminate or reduce the risk, and if it remains a high risk, develop robust control measures to limit and manage the effects of any hazards – method statement required. |              |                 |              |                     |
| 1 - 6                | <b>Low Risk</b> – May be accepted if all reasonably practicable control measures are in place, however, if more can be done to reduce or eliminate the risk, then it should be done.                            |              |                 |              |                     |

## RISK ASSESSMENTS:

Site specific Risk Assessment and Control Measures:

| ACCESS & EGRESS                 |                        |                            |   |    |   |  |                      |   |    |
|---------------------------------|------------------------|----------------------------|---|----|---|--|----------------------|---|----|
| Hazard                          | Risk                   | Assessment of Current Risk |   |    | People at Risk                          | Controls   | Residual Risk Rating |   |    |
|                                 |                        | L                          | S | IR |   |  | L                    | S | RR |
| Poor access/egress at work area | Slips, trips and falls | 3                          | 4 | 12 | All Aquachem site personnel (employees) | -Site supervisor will ensure that all employees (Aquachem site personnel) are able to reach their place of work safely, i.e. passageways, passenger hoists, staircases.<br><br>- All hazards are noted on the first day of works by Aquachem site supervisor or site manager to ensure employees are made aware of safe access routes<br><br>- Site Supervisor will endeavour to ensure that all walkways are safe and free from obstruction such as stored material and waste.<br><br>- Site Supervisor will ensure that adequate barriers or other edge protection to prevent falls from open sides of buildings, e.g. safety rails are provided.<br><br>- Site Supervisor will ensure that all holes and openings in floors are securely fenced off or securely fixed covers are provided.<br><br>- Site Supervisor will ensure that the work area is kept tidy, and materials stored safely.<br><br>- Site Supervisor will ensure that proper arrangements are provided for collecting and disposing of waste as per the client's onsite waste procedures<br><br>-Aquachem Management team will ensure provision of Personal Protective Equipment where necessary. | 2                    | 3 | 6  |

| MANUAL HANDLING   |   |                            |   |    |   |  |                      |   |    |
|---|---|----------------------------|---|----|---|--|----------------------|---|----|
| Hazard  | Risk  | Assessment of Current Risk |   |    | People at Risk                          | Controls   | Residual Risk Rating |   |    |
|   |   | L                          | S | IR |   |  | L                    | S | RR |
| Inadequate information, instruction, training & equipment | Spinal injuries, broken toes or feet, lacerations, sprains, strains leading to a 3day absenteeism from work | 5                          | 3 | 15 | All Aquachem site personnel (employees) | -All operatives to be trained in manual handling<br>-All operatives will be issued with adequate PPE e.g. safety boots, gloves.<br><br>-Maintenance log of equipment to be kept and any defects rectified.<br>-When selecting new equipment consideration will be given to minimising manual handling.<br>-Eliminate or where elimination is not reasonably practicable reduce manual handling to as low as is reasonably practicable egg providing mechanical aids e.g., trolley etc.   | 2                    | 3 | 6  |
| Incorrect techniques                                      | Spinal injuries, broken toes or feet, lacerations, sprains, strains   | 5                          | 2 | 10 | All Aquachem site personnel (employees) | -First carry out a trial lift by rocking the load from side to side, and then try to lift a small amount to get the feel for the load.<br><br>-Two man/ buddy system to be implemented where bulky / heavy loads pose a higher risk to one individual to lift<br><br>- Stand reasonably close to the load, feet hip width apart, one foot slightly forward pointing in the direction in which you are going.<br><br>-Bend your knees and keep your back straight.<br><br>-Lift slowly and smoothly.<br><br>-Avoid twisting your body when lifting or carrying a load.<br><br>-Lighting must be adequate and access clear.<br><br>-When 2 or more people are carrying a load, one person must take charge and co-ordinate the lift. | 2                    | 3 | 6  |

| HAND TOOLS             |   |                            |   |    |   |   |                      |   |    |
|------------------------|---|----------------------------|---|----|---|---|----------------------|---|----|
| Hazard                 | Risk  | Assessment of Current Risk |   |    | People at Risk  | Controls  | Residual Risk Rating |   |    |
|                        |   | L                          | S | IR |   |   | L                    | S | RR |
| Sharp tools            | Laceration to hands & other parts of the body               | 5                          | 4 | 20 | All Aquachem site personnel (employees)                                     | -Pointed tools are never carried point up in any pocket or point down in any front pocket but carried with the sharp edge away from the body in a pouch or purpose made belt.<br>-When using sharp knives, wear cut resistant gloves and always cut away from the body.<br>-Retract the blade before you return it to your toolkit<br>-Tools must not be abused or misused as minor defects may have serious consequences.<br>-Select the correct tool for the job.<br>-Keep tools in good condition.<br>-Use tools in a safe manner.<br>-Do not leave tools lying around where they can create a trip hazard or slip hazard.<br>-Hand tools are inspected on a regular basis, including tools borrowed or brought to the job by the worker and faulty tools replaced.<br>-Any employee before starting to use any hand tool, ensures that he/she is in a safe position, any other workers who may be affected are clear of the area and that he has any required personal protection in use.<br>-Workers in the area must also wear required personal protection.<br>-Any defects in tool must be reported and withdrawn from service.<br>-Use battery operated tools where practicable. | 3                    | 3 | 9  |
| Incorrect use of tools | Falling tools causing serious injuries on personnel beneath | 3                          | 4 | 12 | All Aquachem site personnel (employees)/ Contractors/ members of the public | -Use wrist slings where required where works from height are being carried out using tools<br>-Ensure area below works at height is adequately cordoned off from public<br>-Tools must not be dropped or thrown from overhead to ground level.  | 1                    | 3 | 3  |

| SITE TIDINESS    |   |                            |   |    |   |   |                      |   |    |
|------------------|---|----------------------------|---|----|---|---|----------------------|---|----|
| Hazard           | Risk  | Assessment of Current Risk |   |    | People at Risk  | Controls  | Residual Risk Rating |   |    |
|                  |   | L                          | S | IR |   |   | L                    | S | RR |
| Slip/ trip/ fall | Injury leading to broken bones, cuts, bruises, absenteeism from workplace | 3                          | 4 | 12 | All Aquachem site personnel (employees) /Contractors/ members of the public | -All employees must complete a site walk / induction prior to commencing works'. Any slip/trip/fall hazards identified must be noted and where possible rectified prior to works. These hazards must be communicated to all Aquachem staff onsite.<br><br>-All Aquachem employees are expected to keep their work areas tidy and adhere to the 'clean as you go' policy<br><br>-All openings in floors must be securely covered and be clearly marked to show that there is an opening below.<br><br>-Debris and materials must not be thrown or dropped from a height<br><br>-Route cables and hoses must be kept away from passageways.<br><br>-Stack loose material in a way that prevents items falling<br><br>-All site waste generated by Aquachem staff will be disposed of in accordance with site / client requirements. | 3                    | 3 | 9  |
| Fire             | Burns   | 2                          | 4 | 8  | All Aquachem site personnel (employees) /Contractors/ members of the pubic  | -Smoking is prohibited on site and is only permitted in areas designated to 'smoking'<br><br>-Keep fire escape routes clear of all obstructions, particularly combustible material  | 2                    | 3 | 6  |

| PARKING AND UNLOADING OF EQUIPMENT   |   |                            |   |    |   |  |                      |   |    |
|--|---|----------------------------|---|----|---|--|----------------------|---|----|
| Hazard   | Risk  | Assessment of Current Risk |   |    | People at Risk                          | Controls   | Residual Risk Rating |   |    |
|  |   | L                          | S | IR |   |  | L                    | S | RR |
| Parking and unloading of work equipment<br><br>Positioning of work equipment | Car parking, pedestrians & moving vehicles. | 2                          | 3 | 6  | All Aquachem site personnel (employees) | - Access as directed by Building Management/Security.<br>- Gain parking within the building.<br>-Manual handling best practice to be employed during the moving of equipment.<br>-All materials to be moved in a controlled manner to a position of safety directly. No materials to be left unattended<br>- Use trolleys where possible<br>- Where site lifts are available, request its use prior to works<br>- No equipment will be left in walkways or doorways.<br>-All equipment to be located (mechanically) within the area in which work is being carried out where possible and in proximity to the works / staff. | 1                    | 2 | 2  |



| MEMBERS OF THE PUBLIC                   |  |                            |   |    |   |   |                      |   |    |
|---|--|----------------------------|---|----|---|---|----------------------|---|----|
| Hazard                                  | Risk   | Assessment of Current Risk |   |    | People at Risk  | Controls  | Residual Risk Rating |   |    |
|   |  | L                          | S | IR |   |   | L                    | S | RR |
| Trespassing/ Interference with Systems. | Injury to staff onsite   | 3                          | 4 | 12 | All Aquachem site personnel (employees) Contractors Members of the Public | <ul style="list-style-type: none"> <li>- Working area to be cordoned off ensuring unauthorized personnel cannot access the site</li> <li>- Appropriate warning signs to be erected, and displayed at entrances and perimeter boundaries to highlight dangers</li> <li>- All access points to be closed / barricaded to prevent access, especially children</li> <li>- Flammable and dangerous substances (chemicals) must be stored away in secure area (e.g. van)</li> <li>- Site to be kept tidy and well maintained</li> </ul> | 1                    | 2 | 2  |
| Subject to Violence & Aggression        | Physical/ Psychological injury to staff onsite due to assault or encounter with aggressive behaviour | 3                          | 4 | 12 | All Aquachem site personnel (employees) Contractors Members of the Public | <ul style="list-style-type: none"> <li>- Consider the number of personnel that should be deployed to undertake the work safely</li> <li>- Consider the most appropriate timing for scheduling of work</li> <li>- Advice of local community groups (where required)</li> <li>- Take a non-confrontational approach with aggressors</li> <li>- Report all incidents to Neylon management and seek advice if required.</li> </ul>  | 1                    | 2 | 2  |

| COVID-19             |  |                            |   |    |   |  |                      |   |    |
|----------------------|--|----------------------------|---|----|---|--|----------------------|---|----|
| Hazard               | Risk   | Assessment of Current Risk |   |    | People at Risk  | Controls   | Residual Risk Rating |   |    |
|                      |  | L                          | S | IR |   |  | L                    | S | RR |
| Exposure to COVID-19 | COVID-19 – may be fatal.<br>Stress<br>Illness<br>Mental health | 4                          | 4 | 16 | All Aquachem site personnel (employees), contractors, visitors. | <p>Follow the company procedures for COVID-19 prevention.</p> <ul style="list-style-type: none"> <li>- Stop all non-essential visitors to site and those who must visit must completed the COVID-19 questionnaire. Provide visitors with site information on COVID-19 controls.</li> <li>- Monitor site access points to enable physical distancing –change the number of access points, either increase to reduce congestion or decrease to enable monitoring.</li> <li>- Remove sign systems that require skin contact e.g. pens, booklets.</li> <li>- Require all workers to wash or clean/sanitise their hands before entering or leaving the site.</li> <li>- Allow plenty of space (two metres) between people waiting to enter site. Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible.</li> </ul> <p>Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.</p> <p>Contact with COVID-19 case - Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19:</p> <p>Workers to follow government action of self-isolation – see <a href="http://www.hse.ie">www.hse.ie</a></p> <p>Travel is only required for essential travel; reduce the amount of time using public transport and to implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family)</p> <p>Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone HSE helpline if further advice is required</p> <p>Follow good HSE hygiene measures at all times</p> <p>Avoid all visitors to your home unless they are providing a medical requirement</p> <p>Do not approach delivery staff, allow packages to be left on the doorstep</p> | 3                    | 4 | 12 |

|  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  | <p>Hand Washing and Cleaning:</p> <p>Handwashing facilities with soap and hot water in place.</p> <p>Stringent hand washing taking place.</p> <p>Paper towels/hand dryers for drying of hands</p> <p>See handwashing guidance posters.</p> <p>Gel sanitisers in any area where washing facilities not readily available</p> <p>Employees to be reminded regularly to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice. Posters, leaflets and other materials are available for display.</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Physical Distancing:</p> <p>Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the HSE.</p> <p>Taking steps to review work schedules to reduce the number of workers on-site at any one area at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure physical distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Physical distancing also to be adhered to in canteen area and smoking area.</p> <p>Staff to be reminded daily of the importance of physical distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be</p> |  |  |  |
|--|--|--|--|--|--|--|--|--|

|  |  |  |  |  |   |  |  |  |
|--|--|--|--|--|---|--|--|--|
|  |  |  |  |  | <p>instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Wearing of Respiratory Protective Equipment (RPE):<br/>Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed:<br/>Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer.<br/>Wearers must be clean-shaven.</p> <p>Symptoms of Covid-19:<br/>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace the Response to Suspect cases must be followed.</p> <p>Drivers:<br/>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> |  |  |  |
|--|--|--|--|--|---|--|--|--|